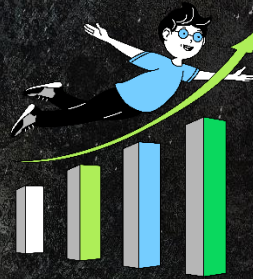




Time Management

ROI



A Strategic Perspective

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Rethinking Time Management Coaching: Building Resilience, Unlocking ROI

Many organisations still treat time management coaching as a one-off knowledge transfer exercise.

The assumption? Once employees have received basic training, they're equipped—and won't need further support for years to come.

But what's the true cost of that assumption?

Research and experience repeatedly show that time management coaching delivers both immediate gains and long-term impact—especially when integrated as a regular, ongoing part of working life. This kind of support isn't just about personal productivity; it's a strategic lever for building resilience, motivation, and organisational agility.

Even when looking purely at salary costs versus training costs, breaking even is already a saving. And that's before considering the hidden costs of:

- Micromanagement draining leadership time
- Rising sickness absence and its ripple effects
- Teams stretched thin when covering for absent colleagues
- Reduced morale and growing turnover

The real question is:

What is inefficient time use and unmanaged pressure truly costing organisations?

Why Our Coaching Delivers High-Impact Results

We deliver the practical outcomes you expect:

- **Prioritising effectively:** distinguishing between urgent and important tasks
- **Structuring workflows:** creating daily, weekly, and monthly routines that maximise output
- **Delegating confidently:** knowing what to delegate and how to set clear boundaries

But what truly sets our coaching apart—and what guarantees time and cost savings—is our methodology.

We don't just teach time management techniques; we draw on deep, real-world experience across three crucial areas:

1. **Skills Development:** We understand where gaps in confidence and capability can quietly undermine time use—whether in customer-facing tasks, administrative work, or leadership.
2. **Process Improvement:** We identify inefficiencies not only at the personal level but within team structures and workflows—allowing us to build solutions that stick.
3. **Well-being and Motivation:** We recognise that motivation, energy, and resilience are inseparable from productivity. Our coaching creates safe spaces where participants can unpack

what's really holding them back—and crucially, we focus on energy management as a practical part of well-being. We help participants build habits that sustain their energy levels over time, teaching them how to:

- **Pace their energy** to avoid burnout
- **Boost resilience** during high-demand periods
- **Recover effectively** after periods of intense effort

This means we address the true root causes of time loss—not just the surface-level symptoms. Whether the barrier is motivation, skill, or process, we respond in real time, pivoting as needed to ensure that every session tackles the most impactful issues.

- **No superficial fixes**
- **No wasted effort**
- **Immediate improvements that grow over time**

Why Spacing Matters: Sustained Change, Not Quick Fixes

Our coaching sessions are spaced deliberately over time—a core part of our methodology.

This approach, grounded in behavioural science, not only strengthens habit formation but also directly combats the forgetting curve—one of the costliest flaws in traditional training, where knowledge and skills fade rapidly after a one-off event.

(Research shows spaced repetition improves retention by up to 200% (Kang, 2016))

By spacing sessions, we ensure that participants:

- **Apply** new strategies immediately between sessions
- **Return** with real-world experiences to review and refine
- **Reinforce** new habits through repeated, practical exposure

This transforms coaching from a one-time event into a continuous improvement process that grows with your team's evolving needs. It's also a highly cost-efficient model: shorter, focused sessions keep participants energised and engaged—and any short-term dip in productivity during sessions is quickly offset by rapid, measurable gains in efficiency and resilience.

Building ROI: A Collaborative Approach

Time management coaching only delivers true ROI when it's aligned with your business objectives.

By integrating principles akin to Lean Six Sigma, we help your teams achieve deep, systemic improvements.

We work closely with your managers and teams to:

- **Map productivity:** spotting where time genuinely adds value vs. where it's lost
- **Uncover labour cost savings:** identifying avoidable inefficiencies

- **Optimise workflows:** ensuring daily tasks link to broader strategic goals

The result? A measurable ROI that goes beyond individual improvement to drive resilience and sustained business performance.

A Useful ROI Formula: What Could You Save?

To frame the opportunity, here's a standard formula for calculating ROI from time management coaching:

ROI Calculation:

1. **Estimate Productivity Gains:**
 - Hours saved per employee per week × hourly salary cost
 - Multiply by number of participants × working weeks (typically 46)
2. **Subtract Coaching Costs:**
Add all coaching-related expenses.
3. **Calculate ROI:**
$$(\text{Productivity Gains} - \text{Coaching Costs}) / \text{Coaching Costs} \times 100$$

Group Size and Efficiency

Every programme is tailored in collaboration with you, but participant numbers matter. As team size increases, we incorporate mini-group sessions (e.g., 3 people per group) to maintain personalised coaching while increasing cost-efficiency. **Here's an Example:**

Individual Programme

- 1 participant
- 16 hours fully individual
- Estimated ROI: **29%** (based on £30/hour salary cost and 45 mins/day saved ¹)

¹ Where Does the Productivity Gain Estimate Come From?

The estimated productivity gain of 45 minutes per day (approximately 3.75 hours per week) is based on a combination of findings from industry research and real-world observations.

Studies on time management training—including those referenced by organisations such as the CIPD and various corporate learning reports—generally indicate that employees save between 2 and 5 hours per week after implementing effective time management techniques, ranging from generic training to personalised coaching.

We have selected a conservative, mid-range estimate of 45 minutes per day to reflect realistic outcomes—balancing optimism with caution. This figure accounts not only for time saved through better prioritisation and workflow improvements, but also for reductions in procrastination, duplicated effort, and misaligned tasks that typically drain productivity.

Group of 9 Participants

- 6 hours individual per person
 - 10 hours each but mini-groups (3 groups of 3)
 - Total: 84 hours (vs. 144 if fully individual)
 - Estimated ROI: **122%**
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What Is the Real Cost of Well-being Challenges?

Workload pressure, unclear priorities, and lack of resilience all play significant roles in employee well-being—and these issues are deeply tied to how people manage and experience their time.

- **The CIPD (2022)** reports that Stress—a key driver of burnout—accounts for 50% of long-term sick leave.
- **Gallup (2021)** finds that overwhelmed employees are 2.6× more likely to seek a new job.
- **Deloitte (2020)** estimates poor mental well-being costs employers £1,500–£3,000 per employee per year.

And the impact goes deeper:

When one team member is on long-term sick leave, their workload must be absorbed by others. This additional pressure can lead to errors, inefficiencies, and demotivation—creating a ripple effect of strain that risks triggering further sickness absence.

We recognise that time management alone can't solve every well-being challenge—but it is a critical lever. That's why our methodology places well-being—and specifically energy management—at the centre, ensuring that improvements are sustainable, even under pressure.

The Bottom Line: Strengthening Teams for Long-Term Resilience

Our coaching is not a generic solution. It's a deep, systemic intervention built on:

- **Skills development**
- **Process improvement**
- **Well-being and energy resilience**

It addresses the root causes of inefficiency, disengagement, and stress, delivering outcomes that are immediate, measurable, and sustainable.

It is important to note that actual results may vary depending on participants' roles, existing processes, and the extent to which new habits are embedded. However, this estimate provides a credible and prudent basis for ROI projections.

During periods of economic growth, investments in team capability are typically seen as an opportunity to enhance performance. However, in times of uncertainty—when budgets are carefully managed, hiring may be paused, and teams are expected to maintain output with limited resources—strengthening the existing workforce takes on added strategic significance.

Research and experience suggest that in such climates, teams are often required to absorb additional responsibilities, sometimes with little warning.

In these circumstances, ensuring that employees have the tools to manage both their time and their energy effectively can make a substantial difference in how resilient and adaptable they are.

Proactive development, introduced ahead of heightened pressures, supports smoother transitions, maintains productivity, and helps prevent burnout and disengagement.

Rather than relying on reactive measures once strain becomes visible, a consistent, embedded approach to coaching offers a pathway to longer-term stability and performance.

In a world where productivity, resilience, and well-being are inseparable—and where the unexpected is increasingly the norm—time and energy management coaching is no longer a luxury.

With the depth of our approach, it **becomes** a key lever for sustainable success and **a strategic necessity**.

References:

- Chartered Institute of Personnel and Development (CIPD). (2022). *Health and Well-being at Work Survey Report*.
 - Gallup. (2021). *State of the Global Workplace Report*.
 - Deloitte. (2020). *Mental Health and Employers: Refreshing the Case for Investment*.
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Annex: How We Help Map Productivity, Identify Savings, and Optimise Workflows

Our ROI-driven methodology is built on **hands-on, collaborative work** with your teams and managers. Here's how we approach the three key pillars that underpin measurable improvements:

1. Mapping Productivity

We begin by helping teams **make their time visible**. This often reveals both strengths and hidden drains on productivity.

- **Time audits & self-tracking:** Participants keep a simple log of activities over a set period to see exactly where their time goes.
 - **Value analysis:** Activities are reviewed and categorised as *value-adding* or *non-value-adding*—highlighting opportunities to reclaim lost time.
 - **Reflective coaching:** In sessions, we explore patterns, blockers, and strategies for rebalancing effort toward higher-impact tasks.
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2. Uncovering Labour Cost Savings

Efficiency isn't just about doing things faster—it's about **doing the right things at the right level**.

- **Efficiency reviews:** We analyse routines, duplicated tasks, and bottlenecks to spot where time is unnecessarily consumed.
 - **Delegation audits:** Teams examine which tasks might be reassigned or streamlined—freeing up valuable capacity.
 - **Scenario mapping:** We assess “what if” situations (e.g., unexpected absences) to surface hidden risks and identify smoother continuity paths.
 - **Cross-functional check-ins:** Where useful, we consult across departments to uncover overlaps or misalignments that drain resources.
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3. Optimising Workflows

True efficiency ensures that **everyday work connects to strategic goals**.

- **Visual workflow mapping:** We collaborate to sketch daily, weekly, and monthly routines—making the flow and any inefficiencies visible.
- **Strategic alignment:** We guide teams to test each workflow step against business objectives, ensuring effort is purposeful.

- **Business cycle calibration:** We align routines with wider cycles (e.g., quarterly targets, seasonal peaks) to keep teams ahead of the curve.
- **Iterative testing:** Teams trial small adjustments between sessions, track impact, and fine-tune—embedding continuous improvement.

Where Our Methodology Adds Unique Value

Because our approach integrates **skills development, well-being, and process improvement (e.g., adherence to standards/process compliance)**, we are able to go further than traditional process optimisation. These next two elements act as a **powerful catalyst—amplifying and deepening the impact** of your investment and ensuring that improvements are not only implemented but truly sustained.

4. Enhancing Individual Capability

Not all productivity barriers are process-based—some are rooted in **skills, confidence, or mindset**. We work with participants to:

- Identify personal bottlenecks (e.g., avoidance patterns, overwhelm)
- Build confidence in key areas (e.g., prioritising, assertiveness)
- Equip them with practical tools for planning, focus, and follow-through

This ensures that each individual is **personally empowered** to implement changes effectively, turning insights into action.

5. Embedding Sustainable Habits and Culture

Sustainable improvement depends on **habits and culture**. We help teams and managers:

- Reinforce new habits through repetition and accountability
- Build a culture of time awareness and mutual respect for priorities
- Equip leaders to model and maintain improvements over time

This transforms coaching from a **temporary intervention into a lasting shift** in how teams operate—making new efficiencies and behaviours part of the organisational DNA.

How These Improvements Become Measurable

Every intervention is designed to produce **tangible, trackable results**. Here's how we ensure that improvements aren't just felt but are also measurable:

- **Baseline data:** Time audits create an initial benchmark (e.g., % of time spent on high-value tasks) for comparison after changes.
- **Time savings tracking:** We calculate hours reclaimed per week/month and translate these into financial value (hours × salary cost).
- **Efficiency metrics:** Improvements in workflow speed (e.g., reduced cycle times or bottleneck delays) are monitored to show gains in output.
- **Delegation impact:** Shifts in workload distribution are tracked, showing how time is freed up at different responsibility levels.
- **Resilience indicators:** We monitor performance during stress points (e.g., staff absences) to demonstrate stronger continuity and reduced disruption.

These metrics directly feed into your **ROI analysis**, providing solid evidence of productivity gains, cost savings, and enhanced team resilience.